

CRANSTON SCHOOL COMMITTEE

PUBLIC WORK SESSION

WEDNESDAY, NOVEMBER 17, 2010

WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)

845 PARK AVENUE

EXECUTIVE SESSION: 6:00 P.M.

**PUBLIC WORK SESSION: IMMEDIATELY FOLLOWING EXECUTIVE
SESSION**

**PUBLIC MEETING IMMEDIATELY FOLLOWING PUBLIC WORK
SESSION**

AGENDA

**Call to Order – 6:00 p.m. – Convene to Executive Session Pursuant to
RI State Laws PL 42-46-5(a)(1) Personnel; PL 42-46-5(a)(2) Collective
Bargaining and Litigation (Contract Negotiations' Update – Food
Service, Teachers, Teacher Assistants/Bus Aides, Technical
Assistants, Secretaries, Custodians).**

- 1. Executive Session.**
- 2. Call to Order – Public Work Session**
- 3. Roll Call – Quorum**
- 4. Public Work Session:**
 - a. Employee Computer Use Policy**
 - b. Proficiency Based Graduation Requirements Update**
 - c. ASPEN Data Base System**

d. Athletic Coaches Handbook

e. Student Discipline Policy for All Suspensions of More Than Ten (10) Days

5. Adjourn Public Work Session to Public Meeting

6. Executive Session Minutes Sealed – November 17, 2010

7. Adjournment

Notice Posted: November 11, 2010/Cranston Herald

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of hearing date.

EMPLOYEE COMPUTER USE POLICY

CRANSTON PUBLIC SCHOOLS

Purpose and Scope

Computer systems, including electronic mail and internet access, are District-owned resources and are provided as tools for the educational mission of the schools.

The District has established the following policy with regard to use of the computer equipment, services, access and disclosure of electronic mail messages, created, sent, or received by District employees using the District's electronic mail system and internet services. Violations of this policy may result in disciplinary action up to and including termination. If necessary, the District shall advise appropriate legal officials of any illegal activities.

Computer Use

Each employee of the District shall be responsible for using the District's computer systems for job-related purposes only. Because the computing systems, including but not limited to the equipment and software, belong to the District, the District has an obligation to ensure their legal and ethical use and has the right to monitor all of the District users. Employees may use only system resources that they are authorized to use and only for the job-related purposes specified. Employees shall be held accountable for all usage of their systems and shall keep their key words and passwords confidential to protect themselves and their files. Accessing and/or reading another employee's files is prohibited unless authorized by the

employee's supervisor. Employee shall not transport software or data provided by the District to another computer site without prior authorization from the employee's supervisor.

The use of computers and the network are provided to the employees as tools for job-related use. Misuse of computers and the network shall be subject to disciplinary action up to and including termination. Such misuse would include, but not be limited to the following:

\$ Use of the system for any unlawful, invasive, infringing, defamatory or fraudulent purpose

\$ Copying system files

\$ Copying of copyright materials

\$ Transportation of copyrighted software from one site to another without the owner's expressed permission

\$ Use of abusive or otherwise objectionable language in either public or private messages

\$ Accessing, viewing, downloading or utilizing any other method for retrieving, fostering or promoting non-District related information including, but not limited to, entertainment sites or pornographic sites

\$ Sending of "chain-letters", jokes or lists or any other types of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others

\$ Use of system and/or networks in attempts to gain unauthorized

access to other networks

\$ The use of the system to solicit or proselytize for commercial venture or religious or political causes, outside organizations or other non-job-related solicitation

\$ Use of the system to create any offensive or disruptive messages including sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability

\$ Use of the system to communicate confidential or sensitive information such as performance reviews, disciplinary and/or corrective actions, or attorney/client privileged information, personnel information and health or medical information

All software, programs, applications, templates, data and data files residing on District computer systems or storage media are property of the Cranston School District and shall not be removed from the work place without proper authorization.

Copyright Infringements

Unauthorized duplication of copyrighted information or data and software packages is a direct infringement of the Federal copyright law. Illegal copying of software shall be subject to disciplinary action.

Email Policy

It is required that all Cranston Public School employees utilize their school account for all correspondence having to do with work-related communication. All employees upon hire will receive a “user @cpsed.net” account that is to be used for all school-related communication. Forwarding of this account is prohibited due to the private nature of school-related correspondence.

Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

The electronic mail system, hardware, software are the property of the Cranston School District. Additionally, all messages composed, sent or received on the electronic mail system are, and remain, the property of the District and as such can be viewed, retrieved and monitored by the District. Email is not the private property of the employee. The use of the computers and the electronic mail system is reserved solely for the conduct of business of the Cranston School District. The email system shall be used for business purposes only and shall not be misused as set forth in the preceding paragraphs. The users receiving any inappropriate and/or prohibited emails should immediately contact the Director of Technology at

Internet Access

District employees are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted during the employee's normal work hours.

All internet data that is composed, transmitted and/or received by the District's computer system is considered to belong to the District. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties. The equipment, services and technology used to access the internet are the property of the District and the District reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

Software Use

Technical staff must be consulted before the installation of software. Unauthorized software can make a computer inoperable, cause network conflicts, spread computer viruses and take up valuable computer space.

Only software purchased by or licensed to the Cranston School District may be used on District computers. Use of licensed software must conform to the terms of the Agreement.

Resolution DRAFT

CRANSTON

PUBLIC SCHOOLS

COACHES' HANDBOOK

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GOALS AND OBJECTIVES

The coaches' major goals and objectives are:

\$ to encourage good sportsmanship

\$ to foster development of skills and teamwork

\$ to develop self-discipline

\$ to develop a positive self-image

\$ to develop a respect for constituted authority

\$ to cultivate healthy values and attitudes

\$ to develop goals geared toward achievement and success

\$ to develop enthusiasm and appreciation for athletics

\$ to provide a positive role model for athletes in language and decorum

PURPOSE OF HANDBOOK

The “Coaches Manual” is designed to serve the Athletic Director and all coaches in the Cranston Public School’s Athletic Program. It will serve as a directory and guide for effective athletic administration at the middle school and high school levels. It will assist in answering basic questions relating to the Rhode Island Interscholastic League requirements, school athletic requirements and team administrative responsibilities.

The policies outlined in this handbook summarize current policies of the Cranston Public Schools Athletic Department Programs and are intended as guidelines only. In addition, the language and policies of this handbook do not create and cannot be construed to create an expressed or implied contract of employment or continuation of employment between the Cranston Public Schools and any or all of its coaches. While we believe wholeheartedly in the policies described herein and while there are contractual conditions of employment, employment with the Cranston Public Schools, with

regard to coaches, is on an at-will basis. This means that the employment relationship may be terminated at any time by either the coach or the Cranston Public Schools for any reason not expressly prohibited by law.

The Cranston Public Schools retains the right to make all decisions involving policies, management and employment. The Cranston Public Schools reserves the right to modify, revoke, suspend, terminate, amend or change any or all of the policies contained herein.

The handbook supersedes and replaces any and all prior handbooks and/or policies with regard to the Cranston Public Schools Athletic Programs/Coaches.

ROLE OF ATHLETIC DIRECTOR

Duties of the Athletic Director

The overall function of the Athletic Director is to plan, develop, and supervise all activities related to interscholastic participation.

Responsibility to Chief Operating Officer

The Athletic Director is responsible to the Chief Operating Officer and is a liaison between the Rhode Island Interscholastic League and the coaching staff. Special duties include:

1. Responsible for submitting required reports:

\$ team bus schedules

\$ team eligibility lists

\$ confirmation of home schedule with opposing schools

\$ complete team schedules

\$ equipment inventory

\$ annual budget request for athletic department

\$ equipment order and purchase

\$ insurance claims with the RIIIL Injury Fund

\$ end of season coaching evaluations

\$ gate receipts

\$ Athletic Department checkbook

\$ end-of-year report to superintendent

\$ end-of-year report to Title IX Office

2. Major areas of responsibilities and essential duties:

\$ Provide effective leadership for continued evaluation, development, and improvement of the interscholastic athletic program within the goals and objectives and with particular reference to the special needs of the community.

\$ Observe and evaluate all head coaches in their discharge of duties.

\$ Prepare and submit a budget annually to assure adequate funding for the interscholastic athletic program.

\$ Submit annually a financial and extent of participation statement, for the total interscholastic athletic program—receipts, expenditures and student participation.

\$ Supervise and coordinate the care, maintenance, storage, and inventory of all athletic equipment and supplies.

\$ Supervise the maintenance, repair and preparation of all athletic fields and gyms and coordinate the schedule for their use.

\$ Supervise and arrange for the securing and paying of game officials and attendants.

\$ Serve as an official school representative to local, district, and state meetings in matters pertaining to athletic policies, rules, regulations, and tournaments.

\$ Assure adherence to the Rhode Island Interscholastic League policies, regulations, and procedures.

\$ Maintain complete team records for all sports at all levels to include won and loss records, league standings, championships, and number of participation at the beginning and end of each sport season.

\$ Maintain and approve all varsity eligibility lists, parent permission documents, assumption of risk, medical examination, and insurance forms for each sport.

\$ Arrange schedules and transportation for all interscholastic sports at all levels of competition (7-12) including league and non-league opponents, and file game contracts in athletic office.

\$ Provide for the proper administration and supervision of all athletic contests including ticket sellers and takers, security, medical and ambulance service, announcers, game personnel, spectator seating, and parking of vehicles.

\$ Approve all recommendations for athletic awards, distribute awards to coaches and maintain records per sport and season for all awards issued.

\$ Assume responsibility for the revision and recommendation of the “Coaches’ Handbook” for Cranston Public Schools.

3. Responsibility to the coaches

a) Arrange for coaches to receive all required student athletic forms including:

\$ assumption of risk form

\$ annual questionnaire form

\$ form for physical

\$ team eligibility form

\$ bus request form

\$ injury report form

\$ tournament request form

b) Arrange for coaches to receive and collect coach's administrative forms including:

\$ equipment inventory and budget request

\$ end-of-season game reports (where applicable)

\$ student athletic awards

\$ coaching evaluation forms

\$ game schedule and bus request

\$ RIIL "Blue Book" (now available online: www.riil.org)

c) Arrange for issuance, collection, and storage of team athletic supplies, equipment, and uniforms.

d) Draw up practice times for use of facilities.

e) Prepare game schedule and practice schedule for custodial staff.

f) Assist the head coach in inspection of facilities for safety before utilization.

g) Insure that coaches follow all rules and regulations pertaining to

athletic practices, schedules, games and facilities.

h) Maintain a file for every student participating in high school athletics.

i) Evaluate head coaches at the end of their season of coaching for the school year.

j) Ensure that all rules and regulations of the RIIL are followed.

4. Responsibility to the Athletic Contest

\$ Be responsible for recruiting personnel supplemental to game officials necessary for various games or matches

\$ Be responsible for payment of officials and all game personnel or delegate such responsibilities.

\$ Supervise the inspection of all athletic facilities before a contest - work with the custodial staff and/or city personnel in planning for contests

\$ Work closely with the custodial staff and/or city personnel to provide the necessary maintenance of athletic areas

\$ Arrange for varsity teams and officials to be escorted to the locker

facilities or back to their method of transportation.

\$ Supervise the sale of tickets and file a financial report following the contest

\$ Assist with home athletic contest, spectators, crowd control, injuries, and game responsibilities.

Duties of the Head Coach

Safety of the athletes is the primary responsibility of the Head Coach. The Head Coach shall also be responsible for the total program of his/her sport. This includes varsity, junior varsity and freshman teams. Each head coach should establish a program development format for each level of play.

The Head Coach must be familiar with the rules and regulations of the Rhode Island Interscholastic League which is available on the league website: www.riil.org.

1. General Responsibilities:

\$ Attend the mandatory pre-season coaches meeting. Sport schedules and league rules will be clarified and established. This is an excellent opportunity to contact teams regarding junior varsity

game schedules. Failure to attend this meeting will result in a fine from the RIII that will be your responsibility to pay.

\$ Meet with assistant coaches before the season to discuss league, school, and team policy procedures.

\$ Attend the Athletic Director's mandatory pre-season meeting where the following forms will be distributed and each form explained: assumption of risk, annual questionnaire, form for physical, eligibility list, league schedule (if ready), Injury Fund reports, bus schedules, and tournament request form.

\$ Meet with potential athletes two to four weeks prior to the beginning of the season. At this meeting, distribute all necessary athletic forms. Establish a list of athletes by grade. Give potential athletes the practice dates, the return date of athletic forms, and general team requirements. Coaches who are involved in fall sports should meet with athletes before the close of the school year preceding the fall season. All fall head coaches should contact the appropriate middle school(s) that may feed your particular high school's program and have a day to sign up all interested incoming freshmen.

\$ Bus request schedules for all levels of play must be handed in to your school's equipment manager as soon as possible. Please pay particular attention to your departure time and make sure you list the

actual location of your game as the destination (many teams play certain sports off campus). Remember , busses are more difficult to book in the fall and spring because many of the games are after school, causing us to use a private contractor. Most winter events occur after 3:30 p.m. which allows us to use our own busses. Extremely important: when the athletic department provides transportation to an athletic event, all athletes are required to ride the bus to and from the contest. Only in rare circumstances can the head coach grant permission for an athlete not to ride the bus. In this particular case, a letter from a parent or guardian in advance of the contest must be in the coach's hand prior to making a decision. This is certainly something that should not be encouraged and must be closely monitored.

\$ Junior varsity and freshmen schedules must be returned to the athletic director as soon as possible. The athletic director must place these schedules on the RILL website and secure officials.

\$ Establish team goals and practice schedules.

\$ Determine the system of play at all levels.

\$ Assign responsibilities to assistant coaches including: locker room, field, gym, and weight room supervision. Your athletes should never be left unsupervised at any time.

\$ Arrange for fundraising if so desire. Check with principal for school policy (principal approval required).

\$ Determine weekend practice schedule; notify the Athletic Director so he/she can make the necessary arrangements with the custodial staff.

2. In Season Responsibilities:

\$ Conduct tryouts in such a manner as to provide each athlete an equal opportunity to achieve a position on the team. Be sure you are able to justify your selections by using a scoring system you are comfortable with.

\$ Prior to selecting your team, determine the eligibility of your athletes. You can ask to see their report card, you can check with Guidance, or you can ask the main office for an “Ineligibility List”. Never take the word of the athlete as being completely accurate.

\$ After determining the eligibility of your players and after your team has been chosen, head coaches at Cranston East should submit an Eligibility List to a secretary in the main office at Cranston East, and coaches at Cranston West should submit their Eligibility Lists to the Athletic Director so it can be posted on the RIIL website. Remember, all Eligibility Lists MUST be posted on the RIIL website twenty-four hours prior to your first RIIL contest, including the Injury Fund Game.

Failure to do so will result in a fine from the RIIIL that will be your responsibility to pay if you did not have your Eligibility List in on time.

\$ Have on hand at all times an “emergency call card” - a list of all your players along with all important contact numbers in the event of an injury of significance.

\$ Comply with mandates set forth by the Student Handbook: e.g. attendance policy governing participation. Have one of your athletes stop by the main office daily for an attendance sheet and other necessary correspondence.

\$ Cooperate with the sports media seeking interviews regarding team personnel, performance, etc. Bear in mind that statements are published and read by people for and against athletic programs; therefore, statements should be carefully weighed. The news media is not the proper channel for a coach’s criticism of officials, opposing players, etc.

\$ Create a parent-athletic booster club if so desired.

\$ When an athlete is hurt, the head coach must complete an “Injury Report Form” within twenty-four hours and send it to the Athletic Director. Please make sure all your athletes and their parents are aware of the benefits of the RIIIL Injury Fund.

\$ You are responsible for the level of play and conduct of all athletes under your control.

\$ You are responsible for the supervision of assistant coaches in practice, games, and locker room areas.

\$ Pick up all necessary first aid equipment from your school's equipment manager.

\$ Promote your sport by prompt and accurate reporting of scores to local media.

\$ Perform other duties as related to the assignment and as designated by the Athletic Director.

3. Post Season Responsibilities:

\$ In order for your stipend to be released, all uniforms, equipment, medical supplies, and keys must be handed in to your school's equipment manager. Once this is done, the equipment manager will contact the Athletic Director to release your stipend.

\$ Submit your request for post-season athletic awards for your team to the Athletic Director at least two weeks prior to your end-of-the-season banquet.

\$ Please read your end-of-the-season evaluation carefully, answer all questions, evaluate all your assistants (if applicable), have your assistant sign his evaluation, and return the full evaluation to the Athletic Director as soon as possible. If you or your assistant has any questions pertaining to the evaluation, contact the Athletic Director to set up a meeting to address all questions and concerns.

\$ You are encouraged to attend clinics, symposiums, or seminars that will ultimately make you a better coach in your sport. Any costs must be paid by you or non-school sources.

Duties of the Assistant Coach

The assistant coach is directly responsible to the head coach of sport and to the program planned for that level of play.

1. General responsibilities:

\$ Work with head coach in planning the program.

\$ Understand league, school, team, student responsibilities to the sport and carry out these policies.

\$ Attend RIIL meetings when asked by the head coach.

\$ Attend staff meetings when called by the head coach.

\$ Assist the head coach in any duties assigned by him/her pertaining to the overall athletic program.

\$ In relation to junior varsity and freshman teams, assistant coaches will have the same responsibilities as listed for the head coach where applicable.

\$ In the absence of the head coach, the assistant coach shall assume all the responsibilities of the head coach.

Volunteer Coaches

\$ Anyone who would like to be considered for a volunteer coaching position must submit an application with Human Resources.

\$ All volunteer coaching candidates must be certified coaches. A copy of their Rhode Island Coaching Certificate must be on file in the Human Resources Office.

\$ All successful volunteer coaching candidates will be appointed by the Superintendent, subject to the "Volunteer Policy" and subject to the consent of the School Committee. A volunteer coach must always be accompanied by a paid coach.

Reappointment of Coaches

All coaches, assistant coaches, and volunteer coaches must be appointed by the Superintendent subject to the consent of the School Committee each year in order for them to continue in their roll as coach for the next season.

Code of Ethics: Sportsmanship

Sportsmanship is defined as that quality of responsible behavior characterized by the spirit of generosity and a genuine concern for the opponent.

The Cranston Athletic Department places the responsibility of sportsmanship on all those involved in the athletic program. The head coach will bear the greatest burden of this responsibility for sportsmanship. His/her influence on the attitudes and behavior of players, student body, and community establishes the mechanism for making sportsmanship a reality. The role the coach plays in developing the qualities of sportsmanship are demonstrated in the daily principles of coaching strategy and skill development. Nothing says more for a coach's program than the attitude and sportsmanship values his/her team portrays to those around them.

The following recommendations are included:

\$ Be a role model for those who follow you.

\$ Teach honest effort.

\$ Instruct the team in their responsibilities.

\$ Discipline athletes when appropriate and revoke their participation if necessary.

\$ Treat opponents and officials as guests.

\$ Shake hands with opponents and officials after the contest.

Athletic Awards

An athletic award is a symbol of athletic accomplishment and good sportsmanship. The value of the award lies in the implication rather than the monetary value. Each head coach should establish a general policy for athletic awards and follow this procedure to develop the athlete's intrinsic sense of accomplishment.

1. General Recommendations and Policies:

\$ Standards of achievement should be required.

\$ Each coach will establish their own standards and make the athletes aware of these requirements.

\$ Accurate records should be kept by the coach regarding participation, sportsmanship, team records, and accomplishments of the athlete.

\$ Injuries should not exclude the student from receiving an award.

\$ As a coach, use your good judgment in giving awards - make sure the award means something to your team and to the total athletic program.

\$ Regardless of how many sports an athlete participates in, he/she will only receive one letter. After earning their letter, next they will earn their sport pin, and after the sport pin, the athlete can earn a bar. There are special bars available for the designation of capacity.

\$ Varsity squad members who do not meet award qualifications will be awarded certificates of participation.

\$ Junior varsity and freshmen members will receive certificates.

First Aid Concerns

\$ The well being of the athlete is the first priority of the head coach.

\$ Do not do anymore than you have been trained to do in your First Aid/CPR/AED classes.

\$ Follow general first aid procedures.

\$ Call rescue when necessary or summon EMT, athletic trainer, or doctor when available. Make sure a coach is with the injured athlete.

\$ Call a parent. Do not allow the student to walk home unsupervised.

\$ Notify the Athletic Director immediately regarding a serious injury.

\$ Contact injured athlete and parents after the injury.

\$ File an Injury Report within twenty-four hours of the injury and send the report to the athletic director.

**STUDENT DISCIPLINE POLICY
FOR ALL SUSPENSIONS OF MORE THAN
TEN (10) DAYS**

1. In compliance with the Board of Regents' Regulations for Governing Disciplinary Exclusions of Students from School, For All Suspensions of More Than Ten (10) Days and Expulsions (B.R. July 8, 1976) at the Superintendent's request, the Chairperson shall call to order a hearing board comprised of a minimum of three School Committee members. All School Committee members are welcome to participate and vote. The decision of this hearing board shall be binding upon the entire School Committee.

2. Notwithstanding paragraph 1 above, if the discipline is a result of a

violation of RIGL 16-2-17. Right to a Safe School, the Hearing Board shall not be convened and the School Committee hereby designates the Superintendent or his designee to act as a hearing officer and to suspend all pupils found guilty of conduct or in violation of those school regulations which relate to the rights as set forth in RIGL 16-2-17(a).

3. Appeals of any decisions or actions rendered by either the hearing board of hearing officer as set forth above may be appealed to the Commissioner of Elementary and Secondary Education.